Purpose

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Employee Self-Service (ESS) enables employees to perform administrative tasks in support of life and work events.

The **Who's Who** service is located in the 'My Employee Search' workset in ESS. Employees can use this service to search for other State employees (e.g. an employee data base). The employee profiles displayed include basic information, such as organizational data and work contact information.

Trigger

Use this service in Employee Self-Service (ESS) to search for employees by name and find basic information about other State employees.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Employee Search ➔ Who's Who

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.
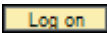
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:

2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button [Log on].

> After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

> When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

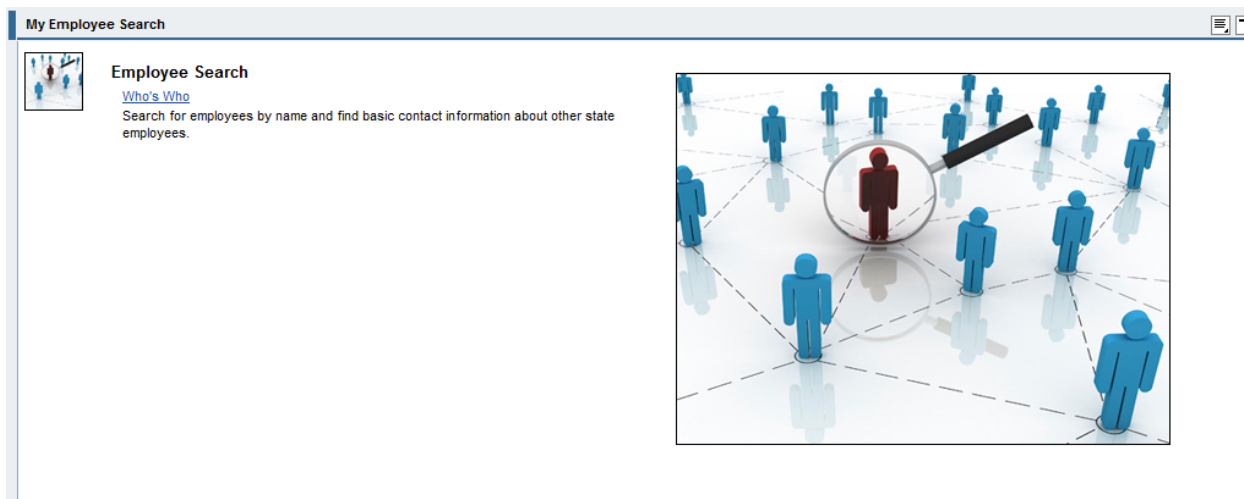**5.**

Click the Employee Self-Services tab [Employee Self-Service].

> The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Also, a user can select the Who's Who Quick Link to go directly to the service (page). Select the workset or quick link by performing one of the following functions: NOTE: If selecting the quick link, skip to step 8.

Activity	Notes
Employee Self Service Manager Self Service ew | My Employee Search | My Working Time |	Select the workset **TAB**. The workset tabs are located below the main ESS tab.
	Click the **ICON** for the workset.
My Employee Search	Click the main **LINK** for the workset.
Who's Who	Click the main **QUICK LINK** to go directly to Who's Who service (page).

My Employee Search

Employee Search
Who's Who
Search for employees by name and find basic contact information about other state employees.

> The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Who's Who** service, click the link Who's Who .

8. The initial screen for **Who's Who** is displayed:

9. To expand the search criteria, click the link <u>Advanced search</u> .

10. As required, complete/review the following fields:

Field	R/O/C	Description
Last name	O	Employee's last name or surname.
First name	O	Employee's first or given name.
Organizational unit	O	An organization unit represents any type of organizational entity found within a company. For example, Company, Business Unit, Functional Area.

The search screen uses a wild card (*) search capability. For example, enter GR* to return all last names starting with GR (Greene, Grey, Gross, etc.).

The search fields are NOT case sensitive.

11. Enter the search criteria and click ⬚ Search... to go to the search results list.

12. Perform one of the following:

If	Then
You want to revise your search, re-enter data into the selection fields.	Click Search...
You want to go back to the previous screen and start a new search.	Click New Search
You want to exit all search functions and return to the 'My Employee Search' area page.	Click Exit

13. Select an item from the Results List to display that employee's profile:

14. To go back to the Results List screen, click [Back to Result List] .

15. To go back to the 'My Employee Search' area page, click [Exit] .

Result

You performed a search for a state employee by name or other search criteria.